TO: H. GAISCH
FR: S. PARRISH
RE: Outside Consultants

Clare Purcell reported to me on the outcome of your discussions yesterday regarding our 1992 budget. Below are my comments and further questions.

As to those consultants paid per diem rates directly by S&T, we will keep usage of them to a bare minimum. Effective immediately, any proposed use of those consultants must be approved by me on a case by case basis prior to incurring any expenses. I will attempt to ensure that the needs of Corporate Affairs are met in-house, or if necessary, by consultants who will be billed back to the requesting regions. Your current position description does not justify extensive expenditures on non-ETS/IAQ experts. For any expenses incurred to date in 1992, I want full functional support.

I expressly stated in my October 23rd memo to you that dealings with consultants who have been retained by others should be conducted only through them, and not through S&T. On the list you provided, several are still identified. Please comply with my October 23rd memo.

As to the research projects and grants paid directly by S&T, ten of those will be moved to R&D. Chuck Wall and Jim Charles will handle the transfer of those primary issue projects. My comments on the remaining projects are below. I would like to receive full progress reports on these.

Neurath: In my July 23rd memo, I asked that you not make any financial commitments, oral or written, without my advance approval. Following that, my memo to you specifically stated that no further funding should be made on this project until a thorough evaluation and review of project objectives can be made. I have received no such evaluation, nor have I approved funding for this specific project. Nonetheless, I see that you have committed nearly $200,000 for 1992, and that we may only cancel this project by year end if we notify the investigator by May. I would like an immediate detailed explanation of why you approved this funding.

Imperial College: ($80,000) We will fund this project until the end of the contract in October 1992.

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TNO : (Kepler - $30,000) I have not seen the documentation requested in the attachments to my memo. Please forward them immediately. Are we committed to this amount in 1992 under contract, and if so, can we terminate this contract if necessary?

TNO: (Newton - $6,000) I assume this amount is to cover the cost of maintaining storage as requested in my memo. What are the terms of this continuation, how much longer and at what cost per month?

Trondheim University: I see this project is targeted for $160,000. It was my understanding that he was advised that $150,000 was the maximum we could commit and the project concludes at the end of this year. Please confirm.

Kings College: There are two contracts in effect: one which concludes October 1, 1992, with a 1992 payout of $26,850. The other is for three years beginning October 1, 1992 at the rate of £22,000 or $39,380 per year. $9,845 was paid in 1991 for first quarter year 1, leaving a balance of $29,535. Year 2 will begin in October 1992, and the expected first quarter payment will be $9,845. Total 1992 commitment = $66,230. This is paid via London. This is the only project that extends beyond 1992.

Sunderland: This is included in the consultants' program and need not be specifically stated here.

In October, I asked that a number of projects not be continued and, where appropriate, a progress or final report be supplied. Also, that a number of contracts be cancelled or no further funding commitments made. Please confirm that these projects and contracts have been concluded and specify when a report can be expected:

Burstein
Lenges
Schwartz
Wahren
Gorrod (alkalaid data)
Gorrod (metabolite synthesis)
Fresenius (samplers)
Fresenius (ultra low RSP)
Fresenius (IAQ automobiles)
Fresenius (nicotine in food)
TNO (odor trapping)
TNO (RSP correlation)

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It is imperative that we maintain tight control over our expenses, do not allow any cost overruns or unexpected charges. Good management of our consultants will allow us to prioritize carefully thus maximizing the Department's resources.

cc: C. R. Wall
J. Charles
T. Osdene

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